

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address
Historic Preservation Section Application Number Application Date Parks, Recreation and Historic Sites Div 78-213-A Department of Natural Resources Date Received **Date Completed** Application Number 270 Washington St. S.W., Room 701 JUN 27 1980 Atlanta, Georgia 30334 JUL 2 Telephone Number **Working Title** 2. Person to Contact Kenneth H. Thomas, Jr. Historian 656-2840 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. 78-213 Check One: Change; Change; Change; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Review and Compliance Unit Project Files What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: included are: change line two to read"for archeological and structural sites" rather than just "for structural sites" File is arranged: How often are records referred to which are: 8. Monthly Reference Rate ___; Seven to twelve months old ______; Thirteen to twenty-four months old _____; One to six months old _____ twenty-five months and older_____? 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _

(Over)

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		b,					ecurity handling? If yes, cite la	T. 1.1	
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OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

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Amend Application No. Check One:
Change;
Supercede;
Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Review and Compliance Unit Project Files 1973 ongoing 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Planning and Research Division of DNR conducts planning, coordination, and research activities in support of natural resources programs; administers the Federal Land and Water Conservation Fund, the National Register Program, and the Georgia Heritage Trust Program; coordinates the Georgia Special Olympics Program; performs site specific planning; conducts resources planning; provides assistance related to historic and archaeological preservation; and provides recreational technical assistance to local governments. These services are provided through the following programs: recreation planning; resource planning; site planning; historic preservation. The Historic Preservation Section prepares policy statements on all state-owned historic sites, conducts historical research on all historic sites now owned by the state or proposed for acquisition by the Georgia Heritage Trust program, completes county surveys for historical, archaeological, and architectural sites, administers the identification and nomination of cultural sites to the National Register Program. (See attached sheet)

Record Series Description This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Evaluating all federally funded, licensed or sponsored projects that effect cultural resources. Included are: A-95 documents, A-85 documents, Environmental Impact Statements, Project Design Plans and Specifications, Resource Assessments done for structural sites to determine National Register eligibility, Memoranda of Agreement executed by the State Historic Preservation Officer along with Advisory Council and project sponsor in compliance with Section 106 of the National Historic Preservation Act of 1966, and Photographic Inventories of structural properties with environmental impact project potential. All these are interfiled together. (Note: each of these includes some oversized material) File is arranged: Alphabetically by county, within each county primarily arranged numerically by State Clearing House control numbers (if assigned) and additional unprimbered projects. How often are records referred to which are: 8. Monthly Reference Rate ; Seven to twelve months old ____ 15; Thirteen to twenty-four nor One to six months old _ twenty-five months and older_ 1972 9. Annual Rate of Accumulation of Records 1979 ; Other (specify) Sept 19 Letter-size drawers _ _; Legal-size drawers ___ ; Shelves DEFT. OF NATURAL RESOURCES DEPT GENERAL SERVICES AR-50-71; Rev. 76 (Over) GENERAL SERVICES

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х		c. Is this a vital record?											
х		d. Does this series have historical or long term research value?											
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these											
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